

Coronavirus (COVID-19) Wider Opening Risk Assessment	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/005
		Date	09/11/2020

Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas	Date of Review	12/11/2020
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Assessor	Print Name: : Deb Cross	Acting Head Teacher	Print Name: Deb Cross	Equipment or Plant No.	N/A
	Signed: <i>Deb Cross</i>		Signed: <i>Deb Cross</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
						L	S	R
Wider Opening – Whole School	<p>On Thursday 3rd September 2020 school will re-open to all children.</p> <p>As a rural location surrounded by an AONB, Geopark and Conservation areas we have numerous beauty spots. Following the easing of restrictions our village has seen an influx of visitors who are congregating and not maintaining social distancing.</p> <p>Monitor the R rating for our local area to respond appropriately with Academy Council support should the rate of infection increase.</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p><i>Open to all pupils except those that are on a 14 day isolation in line with Government Guidance.</i></p> <p><i>A Full National Lockdown comes into force Thursday 5th November 2020. The schools risk assessment has been reviewed to reflect this and any changes required.</i></p>	2	4	M

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	<p>Each class will constitute a 'bubble' with the children sitting facing the front side by side wherever possible (this may not be always possible for younger children).</p> <p>Each bubble will minimise contact with other bubbles/classes by having staggered arrival times, playtimes, lunchtimes and collection times.</p> <p>Should there be a confirmed case of Covid-19, we will immediately isolate the child in the designated isolation room, contact DDMAT and the covid inform line reporting system. The appropriate letters will be sent to parents of children in the affected bubble.</p> <p>Parents will be informed that there is an expectation that they will keep any child displaying Covid-19 symptoms at home, organise a test and then engage with the Test and Trace service. Informing the school of the outcome of the test.</p>							
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Travel/School transport	<p>There is no school transport. Parents will be asked to walk their children to school and park at the bottom of Ronnie Bell's bank.</p> <p>When confirmation is received of swimming lessons resuming we will review transport RA.</p>	2	4	M	Confirmation has been received that swimming lessons will not commence until Jan 2021 at the very earliest.	1	4	L
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.	2	4	M	<p>See Visitors risk assessment for more information (not attached).</p> <p>From Thursday 5th November 2020 only visitors who are deemed 'essential' are granted access to the school.</p> <p>Face coverings will remain optional for staff at the discretion of the Head Teacher in line with Government Guidance. Authorised visitors will be expected to wear a face covering when transitioning around the school and in general communal areas. Face covering for children remains optional and</p>	1	4	L

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				<p>at the discretion of the parents/guardians but face coverings should not be worn in class. A notice is displayed at the main entrance.</p> <p>Note: Children under the age of 3 will not be permitted to wear face masks for safety reasons.</p> <p>Only essential visits or those that enhance the school’s curriculum will be authorised during the lockdown period. All visitors must comply with the school’s protective measures and risk assessment.</p> <p>Academy Councillors are able to attend school for governance purposes but must follow the visitors RA.</p> <p>Extra-curricular activities which are not primarily to enable parents to work, seek work or</p>			
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					provide respite care will only be able to continue where there is no mixing of bubbles, they operate in line with the school's wider protective measures and, whilst not the main purpose, do enable parents' ability to work.			
Before/After School Entry/Exit Procedures.	<p>A one way system will be used whereby ALL parents bring their children onto the yard via the main gate and EYFS, Class 1 & 2 parents will exit via the nursery gate whilst the other parents will exit via the side gate off the main yard and leave the premises via a designated route across the front of the school building.</p> <p>Class 5 will arrive at 8.30am Class 4 will arrive at 8.40am Class 3 will arrive at 8.50am Class 2 will arrive at 9.00am Class 1 will arrive at 9.10am EYFS will arrive at 9.20am</p> <p>Each bubble will be open from 8.30am and siblings can be dropped off together.</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Parents will be encouraged to stick to the allocated times as early or late arrival will increase the number of people on the yard.</p> <p>All parents/guardians will be asked (where possible) if they would wear a face covering when dropping off and picking up their children from school if on the school site.</p>	2	4	M

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	<p>At the allocated collection time the Class Teacher will bring the class out onto the yard and dismiss each child to their adult who will be waiting in their allocated box outlined on the yard. They will then leave via the side gate or nursery gate depending upon the class. Class 5 will be collected at 3.00pm Class 4 will be collected at 3.10pm Class 3 will be collected at 3.20pm</p> <p>The above parents and children will leave via side gate on main yard.</p> <p>EYFS will be collected at 3pm Class 2 will be collected at 3.05pm Class 1 will be collected at 3.00pm</p> <p>The above parents and children will leave via the nursery gate on EYFS yard.</p> <p>Staffing on the one-way system has now been reduced from 5 staff to one member of staff on the main gate.</p> <p>Head Teacher to monitor different areas to ensure compliance.</p>							
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	<p>Classes are asked to wait until their allotted times as early entry creates a backlog of children washing hands in shared facilities.</p> <p>Classroom fire doors will be used for entry and exit where possible.</p> <p>Non-slip mats have been put in place inside each classroom fire door as when weather is wet the footfall was causing a slip risk.</p> <p>Spots will be used to identify 2m distances where parents & children should wait for entry onto the yard.</p>							
Early Years & Primary aged children – lack of understanding	<p>Early Years and Primary aged children will not be expected to maintain social distancing within their own bubbles/classes.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.</p> <p>Four SEND children who do not have the cognitive understanding about not touching and handwashing will have an individual risk</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>All children with SEND are now attending school on a full time basis with effect from Monday 2nd November 2020.</p>	3	4	M

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	assessment and teaching programme to support them to understand the new school rules.							
Staff Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>Staff receives sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day. Staff informed of 24 hour free counselling service.</p> <p>Staff have been given a copy of the school's well-being principles document. Staff are kept up to date on a regular basis with changes.</p> <p>Team meetings to be held Weekly with the option of attending via zoom/teams.</p>	3	4	M	<p>Staff meetings are now held in a different classroom with increased ventilation and social distanced seating.</p> <p>Due to staffing shortages we are extremely concerned about the emotional well-being of all of our staff and this is being monitored closely by the Acting Head Teacher.</p>	2	4	M

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	<p>Staff advised to remain 2m apart from other adults in school.</p> <p>Individual staff who may be extremely anxious to receive 1:1 support from SLT when necessary.</p> <p>SLT and Thrive Practitioner to monitor staff and respond if necessary.</p> <p>SLT have tried hard to respond to any queries or concerns raised by staff asap to try to alleviate additional stress.</p>						
Children's emotional well being	<p>We are very concerned about the emotional impact of Covid-19 on our children and their mental health.</p> <p>All children in school to be offered 1:1 session with Thrive Practitioner over the first few weeks. Thrive Practitioner to be released from classroom duties to deliver Thrive interventions when necessary.</p> <p>All children to receive Literacy lessons for first few weeks based on social story and/or transition back to school as a result of Covid.</p>				<p>Staff to receive training on teaching mental health to children via a Team Meeting training session.</p> <p>Initially children coped very well, but all staff are aware that now we are back in Lockdown this is having a detrimental effect on the children. This is being monitored closely by all staff.</p>		

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	<p>Lesson to be shortened with breaks for mindfulness and emotional health/Thrive activities for ALL children.</p> <p>SLT/SENDSCO to work closely with and support vulnerable families.</p> <p>We will need to assess the impact on our children’s mental health when we return to identify the number of children in need of support.</p> <p>SLT to monitor and support Thrive Practitioner so she is not overwhelmed with cases.</p>							
Sensory Seeking Behaviours displayed (SEND issues)	<p>Children with sensory seeking behaviours have been identified and risk assessments carried out.</p> <p>Phased return and transition plans have been designed in conjunction with parents/carers for four specific children.</p> <p>Monitor and adapt if SEND children with sensory issues return to school.</p>	3	4	M	<p>One child with sensory seeking behaviours is still on a phased return to school plan with advice sought from ASC team. Triggers being monitored and action plan in place.</p> <p>This child is now attending school full time and is being monitored closely by Head Teacher and SENDCO.</p>	2	4	M

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Emergency Procedures	<p><u>Fire</u> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Children will not be expected to socially distance when lining up with their bubble/class but will be separate from other classes/bubbles.</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p> <p>All teachers to have plans in place for how the curriculum will be delivered virtually in the event of the school be locked-down. Teachers to also make arrangements for the education of children who are shielding.</p> <p>A Remote Learning Plan has been agreed at Team Meeting:</p>	3	4	M	<p>A fire drill was carried out W/C 7th September 2020.</p> <p>The school ensures that the weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p>	2	4	M

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	<p>All Teachers have an emergency pack ready for children isolating immediately. Weekly packs of work are prepared for children isolating.</p> <p>The See Saw APP is being explored as a long-term provision in the event of a bubble or whole school closure.</p> <p>Head Teacher to write to families to check access to technology.</p>							
Handling Cash	<p>Parents asked to pay with cash in a sealed envelope with child's name, amount and reason on envelope. Only admin staff to handle cash. Envelopes to be handed into cash collection boxes at main entrance and classrooms.</p> <p>Reduce the amount of cash payments from parents/carers. Disposable gloves are available for any member of staff handling cash.</p> <p>Every member of staff has been issued with their own personal hand sanitiser.</p>	1	4	L	<p>Parent Pay facilities are not available at this time.</p> <p>Head Teacher to write out to parents and ask them to sign up to Parent Pay if possible.</p>	1	4	L

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Handwashing	<p>Fully opening the school means that classes/bubbles will have to share toilet and handwashing facilities.</p> <p>Each class will have its own allocated hand basin within the toilet block area.</p> <p>Children will have to wash their hands upon arrival, more often than usual throughout the day and at the end of the day.</p> <p>An adult will have to supervise the use of toilets for handwashing at the beginning and end of each day.</p> <p>Additional cleaning time will be required to ensure the toilets and handwashing facilities have an enhanced cleaning schedule.</p>	3	4	M	Ongoing Monitoring	2	4	M
					<p>Initially handwashing was taking place 5 times per day and feedback from staff was that this was significantly reducing lesson time. Following advice from Health and Safety (AVEC) it was agreed to reduce this to 3 times and substitute the other 2 times with the use of hand sanitiser (after morning play and lunchtime play).</p> <p>SLT to research cost recovery for additional cleaning time and recruitment of additional cleaner.</p>			
Breakfast Club	<p>We will be offering Breakfast Club from 8am till 9am. The hall will be sectioned into class areas and children from each class will need to stay at their allocated tables. They will not be allowed to play together and must carry out activities based in their allocated zones.</p> <p>Two Breakfast Club Supervisors will be on duty in the hall.</p>				<p>We will need to consider how we ensure games and toys are kept separate and clean.</p> <p>A rota is in place for the games and equipment which means the same bubble use the same equipment for one week then it is insolation over the weekend.</p>			

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	Children will arrive at the main door and wait 2m apart to enter the building. Children will be sent from the hall to their classroom at the appropriate time for their bubbles start time.				Equipment must only be used for Breakfast Club to ensure non-contamination by after school clubs.			
Lunchtimes / Playtimes	<p>The main yard and playing field will be split into two halves so that two classes can use the outdoor area at one time. The EYFS yard will be used by EYFS and Class 1.</p> <p>Break times will be staggered as follows: 10.10-10.30 Classes 2 & 5 on main yard/field 10.30 – 10.50 Classes 3 & 4 on main yard/field</p> <p>This ensures that those classes who are sharing toilets and handwashing facilities are also sharing the same outdoor space minimising cross contamination with more classes.</p> <p>Children will not be allowed to use the tyres or green shelter.</p> <p>10.10 – 10.30 Class 1 to use EYFS Yard EYFS can use the yard at all other times.</p>	3	4	M	<p>See Organisational plan for specific group arrangements</p> <p>School kitchens are fully operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)”.</p> <p>Lunchtime timings are yet to be tested and will need to be monitored and reviewed as necessary.</p> <p>Groups have been allocated times to ensure minimisation of cross contamination and taking into account the impact on the school day.</p>	2	4	M

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	<p>Toys to be minimised where possible to reduce cleaning time required for smaller items. One member of staff from each class will supervise children so that there will be two staff on duty at any one time. This allows other staff to have a break in line with timetables.</p> <p>Class 4 & 5 to share outdoor play equipment and Class 2 & 3 to share outdoor play equipment which will be deep cleaned at the end of each day.</p> <p>The classes above will also have shared accident books/PPE equipment/First Aid equipment etc which will be taken out of the bubble and returned to the bubble each time the classes go outside.</p> <p>Lunchtime</p> <p>The lunch hall will be divided into two separate dining areas so that we can get two classes through their lunch at the same time. The class will remain together and will not mix with the other class.</p>				<p>All outdoor play equipment is cleaned at the end of each day.</p> <p>Now the weather has changed and the space on the school field has been reduced for each bubble, the grass is being damaged and children are getting muddy. This is having an adverse impact on the cleaning time in school and on the children's clothes and shoes.</p> <p>All staff have been informed that the Head Teacher will decide each day whether children can access the field or must remain on the yard depending upon the weather.</p> <p>A qualified First Aider is allocated to each yard and can work across the two bubbles out on the yard at any one time but must use the specific bubbles First Aid equipment, PPE and</p>			
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	<p>Two staff have been allocated to each sitting.</p> <p>11.50 – 12.15 Class 5 and Class 2 in hall followed by outdoor play on the yard in their allocated half.</p> <p>12.15 – 12.45 EYFS and Class 1 in hall followed by half an hour on the EYFS yard.</p> <p>12.45– 1.15 Class 4 and Class 3 in hall followed by half an hour on the yard in their allocated half.</p> <p>Lunchtime supervisors to use one set of cutlery to cut up younger children’s food. Lunchtime supervisors to wear gloves and plastic aprons if necessary.</p> <p>Children to collect own set of cutlery to avoid staff touching it.</p> <p>Children will be allowed to have mid-morning snack when deliveries recommence. These will</p>			<p>complete Accident Book (or Accident form if necessary).</p> <p>Lunch sittings have been improved and speeded up shaving 15 minutes off the total time taken to deliver lunch.</p> <p>On 21st September 2020 our Nursery children started and the number of children staying for lunch in EYFS increased. Therefore an additional member of staff has been allocated for the half hour they are outside playing (12.45 till 1.15pm).</p> <p>Due to staff shortages some of our lunchtime shifts are being covered by Academy Councillors on a voluntary basis. The AC members follow the same risk assessment as all staff.</p>		
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	<p>be delivered to the bubble prior to the opening of school each morning.</p> <p>The children will wash their hands prior to going into the lunch hall from their classroom and will remain together as a group with their allocated Lunchtime Supervisor.</p>						
After School Care	<p>We will be offering after school 'child care' from 3pm – 4.30pm which will be staffed by the teaching team with different activities each afternoon. After school club will take place in the hall within the class zones. All activities will avoid music/PE etc.</p> <p>Children in after school club will be collected from the yard and parents will wait 2m apart on yard and follow one way system to exit.</p>				<p>From 5th November 2020, although in National Lockdown, we will continue to offer after school child care to ensure our families can still go to work</p> <p>Extra-curricular activities which are not primarily to enable parents to work, seek work or provide respite care will only be able to continue where there is no mixing of bubbles, they operate in line with the school's wider protective measures and, whilst not the main purpose, do enable parents' ability to work.</p>		

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Staff room/eating and safe use of facilities	<p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Open top bins will be emptied every hour throughout the day.</p> <p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited.</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p> <p>Two male members of staff to use male toilets. All female staff to share one toilet but to use antibacterial wipes on toilet seat, flush, hand basin and taps following each use. Hand sanitiser provided.</p> <p>Staff toilet windows to remain open to allow for ventilation.</p>	2	4	M	<p>With Classroom 5 now back in use as a classroom we do not have a room available in which we can ensure social distancing.</p> <p>Use of the school office is not appropriate due to the return to work of member of staff previously shielding and her RA states that contact with other staff will be minimised.</p> <p>The smaller room of SCAMPS will be used as a temporary staff room to ensure social distancing.</p> <p>The access door from the staff room to SCAMPS has been temporarily blocked up to reduce stress and noise for staff and disturbance for babies in SCAMPS.</p>	1	4	L

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	All desks and chairs will be wiped down and cleaned after each person has left the desk area.							
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	2	4	M	All deliveries left outside main doors or put down in the reception area.	2	4	M
Meeting Rooms/Offices	Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. The maximum occupancy for offices should be communicated with staff. Encourage increased natural ventilation in smaller offices. Staff should leave their desks as clear as possible so that it can be easily cleaned. Waste bins to be emptied every hour.	2	4	M	Displaying the occupancy on the door is a quick and simple method to communicate this information. Parents informed that they cannot come to the main office without an appointment due to RA of shielding member of staff.	1	4	L

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Classrooms	<p>Children will sit at their own tables with all tables facing forward. Where possible teachers should try to remain at least 2 m away from children.</p> <p>EYFS children to be encouraged to sit on carpet all facing forward rather than in a circle. Stations should be set up so that children are side by side rather than face to face or in a circle.</p> <p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Children to wear PE kit on days they have PE.</p> <p>Provisions for regular spot cleaning are located in each classroom.</p>	2	4	M
Resources/Pupil Supplies	<p>An individual tray will be set up prior to opening of the bubble which will contain the resources, paper, pencils, ruler etc that the children will need.</p> <p>Art resources will be collected from the art cupboard by each class adult at the beginning of each week and will not be returned to the art cupboard or shared with other classes.</p>	2	3	L	<p>Children can bring in their own pencil cases but CANNOT share them with anyone else in the class.</p> <p>Following advice from AVEC we have now implemented a new timetable which gives each class the ICT equipment for the whole day so long as it is cleaned before and after use.</p>	2	3	L

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	<p>ICT equipment will be allocated according to a timetable with 'isolation' periods between use after a thorough clean at the beginning and end of each day.</p> <p>Any small world toys used in the class should be minimised and will be placed in a mesh bag and soaked in disinfectant overnight.</p> <p>Staff will have access to the photocopier and printer located in the school library. A hand sanitiser station will be set up in this area and staff will be asked to clean their hands before and after use. The photocopier and printer will be cleaned three times a day by SLT and twice by cleaning staff.</p>							
Curriculum Delivery	<p>A broad and engaging curriculum will be delivered but lesson time will be affected by staggered timings and enhanced handwashing.</p> <p>Literacy – all children in school will take part in two week literacy programme based on a transitional text by Oliver Jefferes.</p>	2	4	M	<p>Our initial focus will be on the emotional well-being of our children and the first two days back will act as 'transition days'.</p> <p>The amount of actual teaching time will be significantly impacted due to staggering and additional handwashing and</p>	2	4	M

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Facilities and Premises	See re-opening checklist (attached). Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Lettings	Our only letting is to SCAMPS 0-3 nursery which will continue to provide childcare under the government guidance and their own risk assessment.	1	4	L	Only lettings which are essential wraparound care should continue during the national lockdown.	1	4	L
Cleaning	See cleaning schedule. To avoid cross contamination, SCAMPS staff will clean their own area and time will be built into their day to allow this to happen. School will provide cleaning equipment and training where necessary.	2	4	M	PPE will be worn by all cleaning staff (disposable gloves and aprons). All cleaners (where possible) will have own set of cleaning resources to reduce the risk of indirect transmission. All areas within school will be cleaned thoroughly on a daily basis. Particular attention will be paid to touch points such as door	2	4	M

Coronavirus (COVID-19) Wider Opening Risk Assessment	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/005
		Date	09/11/2020

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					handles, light switches and handrails.			
First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. The usual protective equipment, such as gloves, should be worn when first aid is administered.</p> <p>First Aiders to wear a face mask if administering first aid requires a breach of the 2m distancing rules.</p> <p>First Aid trained/responsible person/s in place.</p> <p>First Aid kit and Accident book to be kept in each joint bubble.</p> <p>PPE equipment will be located in each joint bubble as well as the main office and at stations around the school.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn.</p>	3	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p>	2	4	M

Coronavirus (COVID-19) Wider Opening Risk Assessment	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/005
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	Children or adults showing symptoms of Covid-19 will be isolated in the staff room and supervised by Acting Head Teacher.				There is a process in place for the pupils to receive the annual flu vaccinations. See PPE Matrix.			
Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/personal care. Disposable gloves and aprons available. There will be one child attending school on an Intimate Care Plan and this will be covered in their individual RA. Nursery children starting school will need to be identified if they require an Intimate Care Plan.	3	4	M	PPE Is in place and staff have been given instruction on how to use, store, clean and dispose. See PPE Matrix. A number of our Nursery children are having accidents at school despite being reported as toilet trained. Staff have been briefed on Covid secure methods of dealing with these situations.	2	4	M
Contamination of outdoor play equipment	Cleaning regime in place for outdoor play equipment (portable) at the end of the school day. Each Class to be allocated own set of portable outdoor equipment which will be cleaned at the end of the school day and remain within the bubble.	3	4	M	Outdoor play equipment to be used; <ul style="list-style-type: none"> EYFS fixed play equipment on yard All fixed equipment to be washed at the end of the school day.	1	4	L

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					Tyres and Green Shelter on Big Yard are NOT to be used. All external play equipment is kept in an allocated trolley and cleaned at the end of each day.			
Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)	One member of staff who is shielding will be returning to school in September. She will have an individualised RA.	3	5	M	Contact with other staff and children to be minimised. No first aid duties to be undertaken. Not expected to respond if a Covid-19 case is suspected – this will be dealt with by SLT. Contact with parents attending main entrance to be minimised. Revise vulnerable person/s risk assessment in line with Government Guidance. From the 5th November 2020 staff who fall within this category will be advised to work from home where possible. If they cannot work from home, they	2	5	M

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					should not attend work for this period of restrictions. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19			
Clinically Vulnerable/ Vulnerable Staff (Including pregnancy)	There are no clinically vulnerable staff in school in September.	1	4	L	Monitor and respond if changes. Revise vulnerable person/s risk assessment in line with Government Guidance.	1	4	L
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately	3	4	M	Ongoing monitoring A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms. To arrange a test call 119 or visit www.gov.uk/coronavirus	3	4	M

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	<p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Personal bottle of hand sanitizer to be given to every member of staff. Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean.</p> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided. Staff can work between classes but must try to maintain social distance between adults in school.</p>							
NHS Test and Trace/NHS Test and Trace App	<p>Close contact means:</p> <ul style="list-style-type: none"> • having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask). • spending more than 15 minutes within 2 metres of someone. 	2	4	M	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when</p>	2	4	M

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	<ul style="list-style-type: none"> travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane. 				<p>communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App.</p> <p>Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>		
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Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridors, to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children, do not bend down to their level and wherever possible stand to the side or the back of the child.

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)												
		Likelihood Rating										
Severity Rating	Description	1	2	3	4	5	6					
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent					
1	Delay only											
2	Minor injury, minor damage							LOW				
3	Lost time injury, illness, major damage									MEDIUM		
4	Major injury, disabling illness, major damage									HIGH		
5	Single fatality, or permanent total disability										HIGH	
6	Multiple fatalities										HIGH	

